



FILING COVER SHEET:

DELIVERY INSTRUCTIONS:

Ref.: check # _____

MAIL ☐ or PICK-UP ☐
(Please Check Box)

EXPEDITED ☐ or REGULAR ☐
(\$35.00 Additional Fee for Expedited)

The following individual listed should be called to pick up completed corporate filing documents:

Name: _____

Regarding (Corporation/LLC name): _____

Phone #: _____

At least two calls will be attempted. Please respond promptly to phone messages. Documents will be mailed if they are not picked up in a timely manner - approximately two weeks. In that event, the documents should be mailed to the following address:

Name: _____

Address: _____

City, State, Zip _____

FOR COMMISSION USE ONLY

FIRST PHONE CALL _____
Date Time Examiner

SECOND PHONE CALL _____
Date Time Examiner

MAIL DATE _____
Date Time Examiner

PICKED-UP BY _____
Date

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